

Village of Willow Springs, Illinois

REQUEST FOR PROPOSALS/QUALIFICATIONS OF ENERGY SERVICE PROVIDERS FOR SELF FUNDING ENERGY EFFICIENCY IMPROVEMENTS

A. GENERAL BACKGROUND AND PROJECT GOALS

Purpose

The Village of Willow Springs (Owner) is requesting proposals for the identification, design, and implementation of energy efficiency improvements on a self-funding performance-contracting basis in accordance with Local Energy Conservation Act (50 ILCS 515/1).

The purpose for issuing this request is to identify and select a qualified provider, or energy services company, to perform the implementation of an energy savings performance contract.

Suppliers shall be able to provide comprehensive design-build construction, building management and energy services, including, but not limited to, the performance of investment grade energy audits, the program design by in-house professional engineers, selection of energy conservation measures, and installation of energy efficient systems, ongoing support and training services, assistance in securing financing for the transaction, and accountability for system performance, measurement and verification, and cost of operations savings.

Responses should be technically creative regarding modernization, energy conservation, energy management, maintenance, training, and overall service.

Qualified responders must have the below minimum qualifications:

1. Have in-house design/build installation capabilities with three (3) State of Illinois municipal project examples of similar size and scope that were competitively bid.
2. In-house engineering team to design all solutions with registered Professional Engineer (P.E.), Certified Energy Manager (CEM), at least one (1) LEED Accredited Professional, and minimum of four (4) engineers insuring accountability for customer design.
3. In-house dedicated retro-commissioning and service team shall have sufficient service vehicles available to complete the project as provided in the work schedule approved by the county.
4. Utilize in-house employees for project installations in such areas as controls, lighting, mechanical installations, service, retro-commissioning, and audits resulting in greater purchasing power for the customer.
5. Provider must have proof of twenty-five (25) years in business showing stability.

Overview of Goals and Objectives

The Owner expects to achieve the following goals and objectives by entering into a guaranteed energy services contract with the selected provider:

1. Reduce operating costs to reinvest in deferred maintenance areas
2. Improve environmental conditions for employees and visitors to the facilities
3. Improve maintenance and operation of the facilities
4. Provide better working conditions in the identified facilities
5. Preserve capital funds for other requirement

Included Facilities

The Owner desires to implement the performance based contract at the following locations:

1. Village Hall
2. Police Department
3. Fire Department
4. Public Works
5. Senior/Community Center

Potential respondents must attend the bid preview meeting and facility tour to be eligible to respond to this request. The date for the preview meeting and facility tour is 10/09/2017 at 9:00 AM at the Village Hall located at 1 Village Circle, Willow Springs, IL 60480.

A research information packet outlining square footage, utility data and related information for each facility will be supplied to interested vendors at this meeting.

Qualification Process

The selection of the qualified respondents will be based on the responses to this request and the ability of the provider to best meet the needs of the Owner. The Owner reserves the right to accept or reject any offeror's proposal based on its sole determination of its best interests. This request is not an offer to contract. Acceptance of a proposal neither commits the Owner to award a contract to any vendor, even if all requirements stated in this request are met, nor limits our right to negotiate in our best interests. The Owner reserves the right to contract with a vendor for reasons other than lowest price. After selecting an energy service provider, the Owner intends to negotiate a performance based contract agreement with the selected provider.

Selection Process and Timing

The following process will be used to select the preferred energy services provider.

Legal Advertisement	10/5/17
Submission of Proposals/Qualifications	10/27/17
Provider Selected	11/9/17
Scope/Contract Negotiation	4-6 weeks

Contact and Response Deadline

In order to be considered, respondents must submit a complete and thorough response to this request. One original and four (4) copies (total of five (5) responses) must be submitted to the Owner at or before 2:00 p.m. CST on 10/27/2017. Responses must be submitted in a sealed envelope and clearly marked "ENERGY SAVINGS PROPOSAL." To ensure that your response is received before the deadline, either hand deliver or send submittal by registered mail to:

Village of Willow Springs
1 Village Circle
Willow Springs, Illinois, 60480

All submissions become the property of the Village of Willow Springs, and will not be returned to the vendor. All costs associated with the submission preparation will be the responsibility of the submitting ESCO and will not be reimbursed by the county. **NO EXTENSIONS TO THE ABOVE TIMELINE WILL BE GRANTED OR DISCUSSED.**

Response Preparation and Completeness

An authorized representative of the offeror shall sign responses. All information requested must be submitted and organized using the letter and number format as listed below to assist the Owner in the qualification and evaluation process. Submission of e-mail and/or fax responses will not be considered and will result in elimination of a response otherwise received timely and in accordance with directions. Failure to submit all information as requested may result in the requester requiring immediate submission of the missing information within 24 hours from the requested notification, reducing the score for that component of the response and / or elimination of the respondent from consideration. Emphasis should be placed on completeness and clarity of content. Inclusion of unrelated or unrequested materials that do not address the attached format shall be considered unresponsive. Proposals received after the designated deadline will be returned unopened. Should such proposal(s) be opened inadvertently the Owner reserves the right to retain a copy for the files of the Owner.

Confidentiality

Upon receipt, the proposals shall become the property of the Owner. Ownership of all data, materials, and documentation originated and pursuant to this request shall be subject to public inspection in accordance with prevailing public access laws. Trade secrets or proprietary information submitted by an offeror must be so identified on each page on which it is found and shall not be subject to public disclosure. The Owner may obtain clarifications from the respondent or its contractors at any time.

B. REQUEST FOR PROPOSAL FORMAT AND SPECIFICATIONS

Each company must provide an energy conservation report as detailed below. The report must include certification under a registered professional engineer's seal that the report uses reasonable methods of analysis and estimation.

Executive Summary

Responses shall include a summary overview of the respondent's proposal, approach and other pertinent information. The binding authority in the management of the firm must sign the summary overview.

Company Qualifications and Financial Strength

Company Profile / Product Independence

1. Provide information specifying legal business classification, state of incorporation, audited annual report and summary of financial strength.
2. Address the company's ability to fulfill the financial guarantee terms and duration of the performance based contract. Include a summary of the extent and stability of business operations related to installation services for the last twenty-five (25) years.
3. If the firm is a factory owned branch, specify the legal business classification, state of incorporation and where legal contracts will be executed. Specific information about the business unit (the specific branch, division, or office responding to this RFP only), project team and management dedicated to ensuring project performance as well as the ESCO will be evaluated. Inclusion of information or projects performed or developed outside of responding branch or office will not be considered.
4. Indicate whether the response is being submitted on behalf of a parent company (List any division or branch offices to be involved in this project); division (attach separate list if more than one is to be included); subsidiary; or branch office. Include the name, address, city, state, and zip code.
5. Address the firm's representation or affiliation with the manufacturing or installation of any line of energy related equipment, which may be utilized in this project. Specify what that equipment is and how it may impact the project.
6. Corporate Data - Indicate how many years your firm has been in business under its present business name. Provide the total number of employees of the responding branch only. Please identify the number of personnel or resources that are capable of supporting the

project in the responding branch office. Give the name and address of the primary individual responsible for contract negotiation as well as all persons with authority for contract execution. This person should reside in responding branch.

Project Team and Experience

1. Provide a project team organizational chart including roles and responsibilities. Include concise resumes of company employees who will work on this project. Include resume(s) of a minimum of one (1) in-house Professional Engineer(s).
2. Include resumes of a minimum of one (1) in-house LEED AP professional and one (1) Certified Energy Manager (CEM). Include copies of certification licenses for each.
3. Briefly describe the relevant experience and qualifications for those team members (no more than 10 individuals) who will be directly responsible for design and implementation of this project. Please include individual resumes as attachments for review. All members should reside in responding branch, Corporate or regional support will not be accepted, please indicate location of each respondent.
4. Provide information on construction management capabilities with resumes.
5. Provide a listing of service and installation capabilities of your firm.
6. Provide a reference list identifying at least three (3) county/municipality projects. This list should include the project name, location, and scope of work and owner reference including contact name and phone number. These references should be by responding branch only. Reference from outside offices or corporate reference will not be accepted.
7. Identify all projects that did not meet the energy guarantee or have resulted in litigation. Providers not listing all outstanding litigation on guaranteed energy savings performance contracts will be rejected without further consideration. Identify the reasons!

Insurance and Bonding

1. Include evidence that the firm is able to provide a 100% project value performance bond for its faithful performance of the installation.
2. As an indication of your firm's financial stability provide your firm's cost of performance and payment bond per thousand dollars of contract value.
3. Include evidence that the firm is able to provide and maintain for the life of the contract insurance in the amounts of:
 - A. Commercial and general liability in amount not less than \$1,000,000 each occurrence.
 - B. Comprehensive automotive liability in amount not less than \$1,000,000 each occurrence.
 - C. Workman's compensation insurance not less than \$1,000,000 each occurrence.
 - D. Excess liability not less than \$3,000,000.

2. Technical Approach, Energy Efficiency and Energy Conservation Measures.

1. Total turnkey project to include: project development, design, implementation, project management, financing, measurement and verification, and training.
2. Responses should include a detailed approach to meeting the goals and objectives for the facilities. Provide a measurement and verification plan in accordance with the international protocol, including the plan for execution identifying responsible parties. Provide an overview of the technical approach that is used to identify, evaluate and recommend energy conservation measures (ECMs).

3. Financial Approach

The respondent should describe financial alternatives that will responsibly maximize the net economic benefit and minimize financial risk.

A. Financing Sources

Provide descriptions of the sources and types and costs of financing available and recommended for use in this program.

B. Penalties and Other Costs

Indicate any penalties or other costs that will be assessed in the event the decision is made not to proceed with this project at any point prior to mutual approval of a Contract Agreement.

C. Savings

Describe the basis of cost of operations savings, its execution, and the methods of auditing

D. Financial Model

1. Include the procedure for calculation of savings with related cost adjustments.
2. Include the procedure for handling excess savings.
3. Include the procedure for handling project delays and related cost adjustments

4. Services

1. Operation and Maintenance / Partnership Plan – As part of this response provide pricing for three years of preventive maintenance for referenced facilities. Describe how cost-effective maintenance strategies for the installed ECMs maximize savings performance. Identify and describe the roles and requirements of maintenance services.
2. Provide the estimated costs of annual reconciliation statements, measurement and verification and any required on-going services.
3. Provide information on your firm's ability to provide gas, electric and/or other innovative energy services.

5. Ability to Self-Perform / Other Benefits

1. Define what aspects of the proposal could be self-performed by your company.
2. List proposed scope/trade work that would be subcontracted and your plan of utilizing sub-contractors.

Other Benefits:

Describe any other benefits your firm can bring to the energy services program.

Advertisement for Request for Proposals

The owner will be receiving responses to this request from companies interested in providing an Energy Savings Program per State of Illinois legislation.

Responses will be due by 2:00 P.M. CST on 10/27/2017:

Village Contact

Brent Woods
Village Administrator
Phone: 708.467.3700

All questions concerning this request must be directed to the above contact. Contacting elected officials or staff other than Village Administrator Brent Woods will result in elimination from consideration as a qualified provider. The Owner reserves the right to accept the proposals/qualifications that, in its opinion, best serves the interest of the Owner.

Pursuant to 50 ILCS 515/25, the Village discloses that Leopardo Companies, Inc. has assisted in preparing the specifications listed in this RFP.